EXHIBIT REPORT OUTLINE

I.   DATE OF REPORT

II.   NAME OF PERSON SUBMITTING REPORT

III.   ADDRESS

IV.   EXHIBIT:

   A. Name of Meeting

   B. Location (City, State)

   C. Dates

   D. Staff

   E. Number of Registrants

   F. Number of Exhibits

   G. Specify by Days:

      1. Exhibit Hours
      2. Number of People Visiting the Booth
      3. Number of NLM System Demonstrations
      4. Number of Internet Demonstrations other than NLM System Demonstrations

   H. Total Number of People Visiting the Booth

   I.   Total Number of NLM System Demonstrations

   J.   Total Number of Internet Demonstrations other than NLM System Demonstrations

      Note: Visitors are counted only if there has been a meaningful interchange. Interchanges such as greetings and thanks that do not mention NLM, its resources or services are not counted as visits. In addition to clicker-counters, promotional products may be used to keep count of visitors if exhibit staff distribute them personally as a way of thanking each visitor. Someone who takes a promotional product or brochure and leaves without an interchange with an exhibit staff person is not counted as a visitor. This should be taken into account when planning the number of brochures and products to send to an exhibit in future years. System demonstrations are counted as events. A system demonstration is counted as one regardless of the number of people watching or the number of resources covered. That is, one demonstration may be for five people and may cover multiple resources.

V. EXHIBIT SUMMARY (Narrative)

    A. Distribution of Pre-mailers, Letters or Invitations (if applicable)

    B. Description of Booth Location

    C. Description of Program Presentations

        Note: In the description of the program presentation, include specifics on how arrangements were made, difficulties, problems encountered in the process, length of presentation, and estimated attendance. If you were not successful in getting on the program, describe what attempts were made.

    D. Were SIS resources highlighted at this meeting? If so, identify the SIS resources that were highlighted.

    E. Problems

    F. User feedback

    G. Suggestions/comments

    H. Recommendations: Should NLM exhibit at this meeting next year? (Yes or no, give reasons for your answer)

VI. BUDGET SHEET

VII. APPENDICES:

    Maps of exhibit hall
    Pictures
    Samples of promotional materials used